

**F I L E** \_\_\_\_\_

**DD/S 66-6697**

**MEMORANDUM FOR: Chief, Regulations Control Branch**

**SUBJECT : Headquarters Notice**

STAT

The Deputy Director for Support approved the changes proposed in the Office of Logistics revised paragraph 2 of HN  but suggested mentioning in it the revised standards issued by GSA. The attached revision (dated 20 December 1966) is, therefore, proposed for publication.

STAT

**Executive Officer to the  
Deputy Director for Support**

STAT

**Att**

**cc:D/Log**

DSPA/DDS:SWR:sm (21 Dec 66)

Distribution:

Orig - Adse w/att

1 - D/Log w/att w orig & 4 cys of DD/S 66-6652

- DD/S Subject w/att *w/att of 66-6652*

1 - DD/S Chrono w/o att *w/att of 66-6652*

1 - SPA w/att

DD/S 66-6652: Memo <sup>untitled</sup> for DD/S frm AD/Log, subj: Use Standards for

HN   
(Revised 20 Dec 66)

STAT

**2. CLASS A EXECUTIVE FURNITURE AND FURNISHINGS**

STAT  
HR  requires that requests for Class A executive furniture, rugs, carpeting, and draperies be justified in terms of operational necessity and that each request be signed by the Deputy Director or Head of Independent Office concerned and approved by the Deputy Director for Support. The General Services Administration has now issued Temporary Regulation E-6, further restricting the use of executive furniture. The revised standards which apply to all executive agencies of government specify that requests for issues of executive furniture from stock will be considered only for personnel in grade GS-18 and above. Requirements for grade GS-16 and 17 which are determined to be essential will be satisfied by redistribution of available assets within the specific Directorates, and under the auspices of the Executive Officer of the ~~applicable Directorate.~~

STAT